

SECRET

Approved For Release 2001/07/12 : CIA-RDP78-06207A000100080037-9

9 March 1972

ADTR Staff Meeting  
2 March 1972  
1000 - 1110

25X1A

[REDACTED]

Note: Attached are the notes from the DD/S Staff Meetings of 1 and 29 February 1972.

25X1A

Messrs [REDACTED] demonstrated a fully automatic slide projector. Discussion followed.

25X1A

[REDACTED]

25X1A

OTR Correspondence: Requested more attention to final copy prepared for release by DTR and DDTR. Recommended checks of references for accuracy, relevance; memos should be brief. OTR should be the Office producing the best quality. [REDACTED] will be calling secretaries together to discuss correspondence procedures as they pertain to Agency Offices.

25X1A

DD/S Staff Meeting: (See attachment dated 29 February.)

25X1A

Support Directorate Panel: Mr. Coffey commented on the favorable reaction of the Panel in the Midcareer course.

25X1A

Oberlin College: Report of visit to Oberlin College by [REDACTED] and [REDACTED] described details.)

DD/P Meeting on 1 March: Closed session.

25X1A

Around the Table

[REDACTED]

Invitations from Outside the Agency: Using a recent example, he outlined the procedures for initiating invitations requesting Agency personnel for outside engagements. (Such invitations are to be sent to the DTR.)

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25X1A

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25X1A      Blackboard Situation: Poor quality of blackboards in Language School; investigated resurfacing (cost \$2,500). [REDACTED] to discuss with Messrs. [REDACTED]

Special Bulletin: Announcement of language classes for dependents; to begin in May.

Xerox Machine: Noted approval; expressed gratitude of the staff.

25X1A

[REDACTED]

Meeting of CI Representatives: Again discussed CI content in OTR's courses. Subject requires fuller study in view of the implications for Staff Training.

25X1A

Training Officers: Discussed need for better TO's with [REDACTED] favorable reaction, but not certain of success in bringing about change.

Program for Defense Attachés: OTR to be the middleman; first course (3-4 days) for WH Attachés (about 7); DIS now interested in training for worldwide attachés. SB Division very interested.

TSD TDY'ers: Need for special training; foresees about two programs a year to handle requirements.

BNDD Course: OTR assisting in organizing a one and one-half day portion; OTR to have one day; CI/Liaison about 3 to 4 hours.

25X1A

25X1A

[REDACTED]

DCID 1/2: OTR's requirements exceed USIB's current supply; requesters asked to reconsider number needed. [REDACTED] (NIPE), "author" of the 1/2, wants use of the paper "controlled."

25X1A

[REDACTED]

BOC and AOC: Underway with BOC having a "lively" group; AOC is average.

25X1A

Security Violations in February: Five; poor housekeeping blamed in several cases.

Xerox Machine - 9th Floor: Requested those present review usage; anything over five copies of an item should be considered for mimeographing.

Atts.

EA/P  
x3185